

**ADMINISTRATIVE**  
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*STAFFING*

MEMORANDUM FOR: Administrative Officer, DCI

SUBJECT : Review of Positions in the USIB/IRAC/SIGINT Secretariat

REFERENCE : Memo from Admin. Officer, DCI to Chief, PMCD dtd 18 Mar 74; same Subject

1. In accordance with your request, a survey of the USIB/IRAC/SIGINT Secretariat has been conducted.

2. The survey revealed one non-supergrade position with a significant change in the level of duties and responsibilities. This position is that of the Deputy Executive Secretary to the SIGINT Committee. As a result of these changes, the position now evaluates as an IO-General GS-11. The remaining clerical support positions are properly classified at their current grades.

3. Since PMCD does not have authority to classify supergrade positions, I suggest that the two proposed supergrade positions be covered in the supergrade study now in progress.

[Redacted Signature]

Chief

Position Management and Compensation Division

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25 YEAR RE-REVIEW